

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0447533  
POSITION NO: 203496  
CLASS CODE: 3671

Date Posted: 02/25/13  
Closing Date: 03/08/13

POSITION TITLE: SENIOR EDUCATION SPECIALIST  
DEPARTMENT NAME: Office of Dine' Accountability & Compliance  
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A  
Days: Monday-Friday Permanent: ☒  
Hours: 8:00am-5:00pm Temporary: ☐ Duration:                      \$ 45,011.20 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 21.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Recommends and participates in planning, and developing appropriate education policies and procedures for the program and Department of Dine' Education. Provides technical assistance to all schools on the Navajo Nation to pursue grant or contract status by providing training to meet tribal requirements. Assists in the establishment, convening and training of the School Improvement Team and assists the Team Chair to prepare required reports based on school visits, studies, and surveys. Will assist in the monitor, assessment and review of school operations and programs pursuant to PL 93-638 contract and PL 100-297 grant; facilitate the tribal organization process for BIE schools converting to contract or grant status. Provide technical assistance in developing school improvement for all schools, and assist with training of local school boards, as needed.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Elementary, Secondary Education or related field; and

**Experience:**

four (4) years in the educational field including classroom teaching and supervisory responsibilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

**Special Knowledge, Skills and Abilities:**

Strong knowledge of Navajo and State Education Standards and Policies; and Federal rules and regulations in PL 93-638, PL 100-297, and PL 95-561. Must have strong knowledge in PC computers in spreadsheet, data networking, graphics, MSWord and Excel, compiling and analyzing school information via annual reports through WWWeb-Internet. Must be knowledgeable of Indian Education Laws, including No Child Left Behind Act.

**License/Certification Requirements:**

PREFERRED: Elementary or Secondary Teaching/School Administrator Certification. Applicant must be certified (licentiate) in Education either from the States of NM, AZ or UT. Senior Education Specialist will work with all Navajo schools where education personnel is certified in accordance with education laws.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**